



## JOB DESCRIPTION

Position Title: **Senior Analyst**

Working Area: **Contracts Administration**

Class Code: 5307

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Performs administrative and technical work in the development, coordination and maintenance of professional services and construction contracts.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Develops contract language, terms and conditions, special provisions and solicitation documents.

Reviews scope of services and technical specifications for compliance with County policy and issuance of contractual correspondence.

Performs evaluation of proposals for compliance with contract parameters, conduct negotiations, analyze price proposals, financial reports and other data to determine price reasonability.

Reviews and recommends amendments to or extensions of contracts. Performs maintenance of reporting instruments and liaison to ensure fulfillment of obligations by contractors.

Confers with contractors, professionals, staff and operating departments, department directors, and division managers as necessary in determining needs, scheduling and execution of contracts.

Formulates and prepares agenda items, change orders, work orders, amendments and other contract action.

Participates in proposal conferences, professional services, interviews, oral presentations and evaluation committees.

Performs other duties as assigned or as may be necessary.



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**Minimum Qualifications**

Considerable knowledge of legal terminology, contractual methods, contract requirements, and governmental budgetary policies and procedures. Knowledge of negotiation process and governmental procurement laws and regulations. Knowledge of general procedures and practices of the construction industry, as well as Federal, State and Local EEO Regulations, guidelines, and stipulations as they apply to securing and maintaining contracts.

Considerable ability to make determinations as to the quality of commodities based on factors other than price. Ability to organize, schedule, expedite, and set work priorities. Ability to communicate effectively both orally and in writing, with vendors, department directors, architects, engineers, and contractors. Ability to maintain accurate vendor and departmental records.

Bachelor's Degree in Business or Public Administration, Accounting or a closely related field and three (3) years' experience in Government/County/State construction contracting, professional services.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

**Working Conditions**

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.